



New Vendor Application 2017

This application is only for potential vendors not currently active within the Thunder Bay Country Market (TBCM). If you have previously applied and were unsuccessful, we encourage you to apply again.

All vending applications are reviewed first by the Manager (with any questions clarified), then to the Vending Committee which meets regularly throughout the year, then approvals are confirmed by the Board (which meets monthly).

Applications are decided on the basis of availability of space, filling gaps in products, and with a focus on local.

Business Details			
Business Name:			
Business Address:			
City:		Postal Code:	
Owner(s) Name:			
Phone Numbers:	Business Phone:		
	Cell Phone:		
	Home Phone:		
Email(s):		<input type="checkbox"/>	Check if preferred
		<input type="checkbox"/>	Check if preferred
Website:			
Business Facebook page:		Number of likes / followers:	
Blog:			
Instagram Handle:			

Please respond to the following questions:	
Have you vended at the Thunder Bay Country Market in the past? If yes, please answer as an attachment to the application: How long did you vend? Why did you leave? Why are you wishing to return?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have business insurance? If yes, please indicate your liability coverage: <i>Note that any products stored on-site (if applicable) must be covered by your own insurance.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO

<p>If you are a food vendor, do you have full approval from the Thunder Bay Health Unit? If yes, please attach a copy of your permit. If no, please explain why not separately.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PENDING
<p>Is your business subject to any other regulations that we need to be aware of? If yes, please explain:</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Have you read and will you comply with the Thunder Bay Country Market Rules & Regulations?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Do you have an established customer base in Thunder Bay or NW Ontario? If yes, please describe:</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

Product Summary				
<p>Please list your primary and secondary products below. For each product, indicate if you “Make it, Bake it, Grow it, or Retail it”. Then attach the relevant supplemental form(s) to your application to describe your products in more detail.</p>				
Primary Product	Make it	Bake it	Grow it	Retail it
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Products	Make it	Bake it	Grow it	Retail it
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you require more space, please use the relevant attachment to outline your products.

Please describe your business

This description may be used for the Thunder Bay Country Market website and for our Facebook page.

Please outline your Customer Service Plan

This may include plans for displaying prices, product signs & labels, worker uniforms & nametags and booth design.

Please describe your plans to present yourself and your booth.

This plan can include how you will greet and interact with customers, professionalism training for yourself and staff, communication strategies, how you monitor customer satisfaction and your willingness to promote and support the Market as a whole.

A registration fee of \$30 is required upon application, but the fee will be refunded if your application is not approved. Payment in cash or by cheque only please. Cheques will be held until application is approved. Please make cheques out to Thunder Bay Country Market.

I acknowledge that the information provided above is accurate to the best of my knowledge. I also consent to the Thunder Bay Country Market disclosing my name, company name and contact details to customers enquiring about my products, once I am an approved vendor.

Signature of Applicant: _____ **Date:** _____

(you may type or insert an electronic signature here)

- Attachments:**
- Make it product description page
 - Bake it product description page
 - Copy of Health Unit approval
 - Other: _____
 - Grow it product description page
 - Retail it product description page
 - Copy of any other relevant approvals